



TENTS, CANOPIES, AND MEMBRANE STRUCTURES

A permit is required to erect or operate a tent or air-supported temporary membrane structure having an area in excess of 200 square feet, or a canopy in excess of 400 square feet with the exception of structures used exclusively for camping in designated camping areas.

- Generally, if a permit is obtained for a special event, place of public assembly, etc., a second tent permit is not required. However, these requirements must be followed.

Application Deadline

Permit applications must be received 7 days prior to the event or special use requested.

Requirements

Every tent, canopy, or membrane structure must be:

- In use less than 180 days in any 12-month period
- Adequately roped, braced and anchored
- Constructed of flame retardant material and have an affixed stamp or label so stating
- Floor coverings, bunting, decorations, etc., shall be of fire retardant material or rendered such in an approved manner
- Shall not exceed 15,000 square feet without a 20' minimum separation distance to other structures (see Heating and Cooking for exceptions)

Ignition Sources

- Smoking is not permitted within 20'.
- "No Smoking" signs shall be posted in a manner as to be obvious of the excluded area.

- Open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices are not allowed within 20' of the structure while open to the public without written approval from the Fire Marshal.
- Fireworks shall not be used within 100' of the structure.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20' of the structure.
- All electrical devices and wiring shall conform to the National Electrical Code and the Oregon Electrical Safety Code (ORS 479).
- Flammable and combustible liquids shall not be stored within 50' of the structure.
- LP-gas containers 500 gallons or less shall maintain a separation distance of not less than 10' and containers over 500 gallons not less than 25'.
- Motor vehicles on display shall have batteries disconnected; fuel not to exceed $\frac{1}{4}$ capacity or 5 gallons, whichever is less; tank openings locked and sealed to prevent the escape of vapors; combustible materials or vegetation shall not be oriented such as to come in contact with mufflers or catalytic converters.

Fire Extinguishers

- 2A:10BC rated fire extinguishers are required as follows:
 - 200 to 500 square feet a minimum of one 2A:10BC extinguisher
 - 501 to 1000 square feet a minimum of two 2A:10BC extinguishers
 - Each additional 2000 square feet or fraction thereof shall require at least one 2A:10BC rated extinguisher
- Travel distances to any extinguisher shall not exceed 75'.
- At least one 40BC extinguisher shall be provided for each kitchen, generator, transformer or location with flammable liquids.
- One K rated wet chemical fire extinguisher shall also be provided where deep-fat fryers are utilizing vegetable oil type cooking mediums.

Heating and Cooking

- Cooking shall only be allowed in structures designated for such activity and as approved in writing by the Fire Marshal.
- Heating and cooking equipment shall be vented to the outside in an approved manner with no portion of the structure within 12" of a vent or flue chase or chase exhaust-way.
- Heating and cooking equipment shall not be within 10 feet of exits, aisles or combustibles.
- Cooking structures shall be separated by other structures by a minimum of 20'.
- Heating and cooking equipment shall also conform to the requirements of the National Electrical Code and the Oregon Electrical Safety Code (ORS 479) and the Oregon Mechanical Code.

Combustible Weeds and Vegetation

- Combustible weeds, vegetation and materials shall be removed to a minimum distance of 20' from the exterior sides of the structure.
- Interior floor surfaces and exterior grounds within 30' of the exterior sides of the structure shall be kept clear of combustible waste materials.
- An unobstructed fire break passage-way or fire road not less than 12' wide and free from guy ropes or other obstructions shall be maintained on all sides of structures unless otherwise approved by the Fire Marshal.

Location, Access, and Parking

- A site drawing shall be submitted indicating the location of every structure and all associated equipment, parking areas, and emergency apparatus access.
- Emergency access ways shall be provided to within 150' of all portions of any structure.
- Any Access way extending more than 150' shall have an approved turn around provision.
- Access ways shall be a minimum of 20' wide with a minimum vertical clearance of 13' 6" be all-weather capable of supporting 70,000 pounds.

Exits

- Exits shall be spaced evenly, no point within the structure being more than 100' from an exit. The number of exits shall meet the requirements listed in the table below.

EXITS FROM TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES¹

CAPACITY	MINIMUM NUMBER OF EXITS	MINIMUM WIDTH EACH EXIT (in inches)	
		TENT OR CANOPY	MEMBRANE STRUCTURE
Up to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000	7	120	96

¹ When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall not be less than the total occupant load multiplied by 0.2" per person.

- Guy wires and other support members shall not cross exit ways at a height less than 8 feet.
- Exits serving an occupant load of less than 300 shall be self-luminous or illuminated internally or externally by fixtures supplied by two separate circuits, one of which shall be separated from all other circuits.
- Exits serving an occupant load of more than 300 shall be self-luminous or illuminated internal or externally by fixtures supplied by two separate sources of power, one of which shall be an approved emergency system.
- Exit signs are required when occupancy is over 50, exit signs shall be illuminated when the occupant load is over 100.